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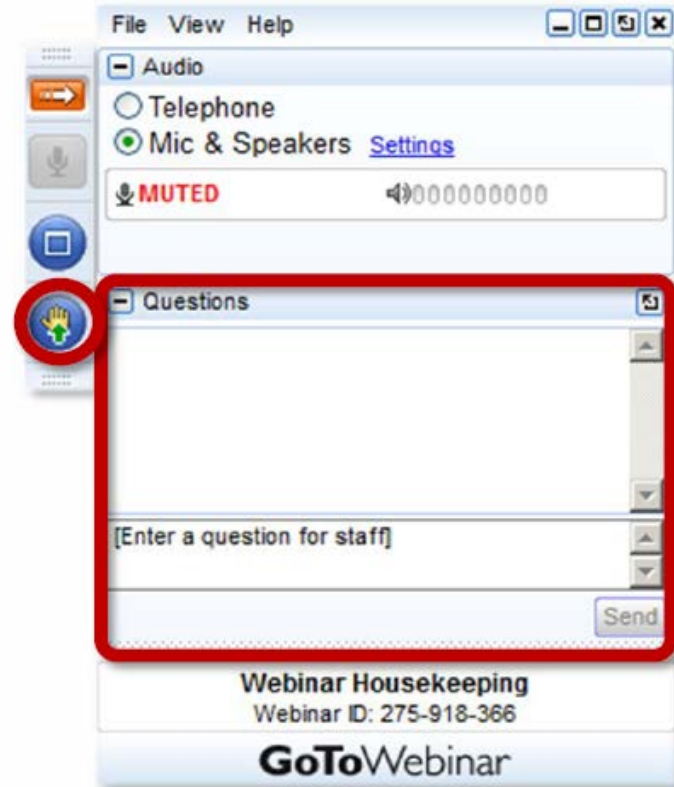
## How to Host Your Own Instructor Training: For Project AWARE-SEA and MHAT Grantees

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# Housekeeping

- USA Listen only mode
- USA Type questions in box in lower right
- USA Technical Issues?

*Call Citrix Tech Support at  
888-259-8414*



# What we'll cover today

- 🇺🇸 Types of Courses and Costs
- 🇺🇸 Scheduling
- 🇺🇸 Contracting
- 🇺🇸 Host Site Toolkit
- 🇺🇸 Frequently Asked Questions
  - > Important Items
  - > Who should be trained as an instructor
- 🇺🇸 Additional Resources for Grantees
- 🇺🇸 Open Q&A



# Have you Hosted an Instructor Training before?

- USA Yes, I have
- USA Not yet
- USA My agency has but I personally have not





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# Overview of Host Site Trainings

# Host Site Instructor Training

## Adult Instructor Course

- > Higher Education
- > Veterans
- > Public Safety
- > Fire/EMS
- > Spanish

## Youth Instructor Course

- > Spanish

## 5-day and 3-day course

# What's the difference?

5-Day Instructor Course	3-Day Instructor Course
30 Instructor candidates	15 Instructor candidates
\$36,200      \$38,500	\$21,500      \$22,250
10% NCBH Membership Discount	No Membership Discount
CEUs preapproved from NASW	CEUs are <i>not</i> preapproved
2 National Trainers will be provided	2 National Trainers will be provided
All Instructor Materials Included	All Instructor Materials Included

If you would like to add a Module the cost and course length change

# Scheduling Your Instructor Course



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Choose Appointment

Your Info

Confirmation

Returning? [Log in](#)

Please select the date that you would like your training to start on.

If you would like to request multiple trainings, please complete the first request and you will request an additional training on the confirmation screen.

Adult or Youth MHFA Instructor Training

< December 2018 >

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2	3	4	5	6	7
9	10 17	11	12	13	14
16	17 8:00am 8 spots left	18 Continue »	19	20	21
23		25	26	27	28
30	31				



Name \*

First

Last

Phone \*

Email \*

## Mental Health First Aid Onsite Instructor Training Scheduling Request

Thank you for your interest in scheduling an instructor class! Please answer the questions below and someone will respond to your request in 48 business hours.

Approximately how many instructors are you looking to be trained? \*

What type of Instructor training are you interested in scheduling? \*

- Adult 3 Day - 15 attendees
- Youth 3 Day - 15 attendees
- Adult Public Safety - 3.5 Day - 15 attendees
- Adult 5 Day Class - 30 attendees
- Youth 5 Day Class - 30 attendees
- Adult Public Safety 5 Day Class - 30 attendees
- Other / Don't know

Organization Name \*

Has your Organization hosted an Onsite Instructor Training before? \*  yes  no

Are your dates flexible? If so please elaborate. \*

What additional information would be helpful for us to know before contacting you? (I.E. any special requests, organizational goals, etc). \*

# Contracting for Instructor Trainings

- ⊕ Contracting turn-around is between 7-10 business days
- ⊕ We accept purchase orders



## Let us know if:

- ⊕ We need to register as a vendor
- ⊕ You need documentation (e.g. W-9, Sole Source)

# Training Site Toolkit

- 🇺🇸 Training Set-Up & Application Process Agreement [*signature needed*]
- 🇺🇸 Checklist for Host Sites
- 🇺🇸 Room & A/V Needs Document
- 🇺🇸 Instructor Training Agenda Template
- 🇺🇸 Shipping & On-Site Contact Information Form [*complete & return at least 4 weeks before training*]
- 🇺🇸 Application Packet Template [*complete & return at least 2 weeks before training*]
- 🇺🇸 Instructor Candidate Application Evaluation Form
- 🇺🇸 Participant Contact List Template [*complete & return at least 2 weeks before training*]
- 🇺🇸 Training Details Email Template
- 🇺🇸 Instructor Training Press Release Template
- 🇺🇸 Provisional Instructor One Pager
- 🇺🇸 Post Training Information for Host Sites
- 🇺🇸 Host Sites Frequently Asked Questions
- 🇺🇸 Post Training Information for Instructors

# Example: Training Set-Up & Application Process Agreement

## ■ TRAINING ROOMS & AUDIOVISUAL (A/V) SET-UP

\_\_\_\_\_ <Host> agrees that the two national trainers can gain access to the main training room at least 45 minutes prior to the training start time on the first day of the training, in order to set up prior to participants' arrival.

\_\_\_\_\_ <Host> agrees to ensure one room is reserved for all five days of the training, with ample room for 30 trainees (plus the two trainers) seated at multiple tables (round, or otherwise).

\_\_\_\_\_ <Host> agrees that additional breakout room is reserved beginning on the third day at 1:30pm, and continuing through the end of the training on the fifth day. This room will easily hold half of the trainees (plus one trainer) seated at multiple tables.






\_\_\_\_\_ <Host> agrees that both training rooms will be equipped with a projector and a projector screen for all days of the training.

# FAQs: Submitting an Application





- 🇺🇸 How does someone submit an application?
- 🇺🇸 When will the candidate hear back about their application?
- 🇺🇸 Does everyone need to submit an application to become an instructor?
- 🇺🇸 What if the individual already has Adult certification in Mental Health First Aid?



# FAQs: Host Sites Training

-  When is payment due?
-  What happens after?
-  What Materials are included?
-  What if I don't fill the class?
-  How do I set up Coordinator Access?

# Additional Resources for Grantees

-  *Webpage for Grantees*
  - > <https://www.mentalhealthfirstaid.org/aware-sea-mhat-grantees/>.
-  An email address has been specifically created for grantees: [ProjectAWARE@thenationalcouncil.org](mailto:ProjectAWARE@thenationalcouncil.org).
-  Becoming an Instructor Guidance (*coming soon*)
-  SAMHSA Instructor Training Host Toolkit (*coming soon*)

# QUESTIONS?

**Please type your question in the designated box to your right.  
Thank you.**



# Contact Us

***For More Information on Mental Health First Aid:***

[www.mentalhealthfirstaid.org](http://www.mentalhealthfirstaid.org)

*or*

[ProjectAware@TheNationalCouncil.org](mailto:ProjectAware@TheNationalCouncil.org)

**We will respond to your inquiries within 2 business days.**

# Thank you!